

STATE OF DELAWARE
OFFICE OF
AUDITOR OF ACCOUNTS

MARION T. ACADEMY CHARTER
SCHOOL
STUDENT ACCOUNTING AND
ENROLLMENT

AGREED-UPON PROCEDURES ENGAGEMENT

SEPTEMBER 30, 2007

FIELDWORK END DATE: MARCH 18, 2008

R. THOMAS WAGNER, JR., CFE, CGFM, CICA
AUDITOR OF ACCOUNTS

Townsend Building, Suite 1
401 Federal Street
Dover, DE 19901
TELEPHONE 302-739-4241
FACSIMILE 302-739-2723

www.state.de.us/auditor/index.htm

TABLE OF CONTENTS

Independent Accountant's Report	1
Schedule of Findings	3
Schedule of Prior Year Findings	4
Distribution of Report	5



STATE OF DELAWARE

OFFICE OF AUDITOR OF ACCOUNTS

R. THOMAS WAGNER, JR., CGFM, CFE
AUDITOR OF ACCOUNTS

PHONE: (302) 739-4241
FAX: (302) 739-2723

**Independent Accountant's Report
on Applying Agreed-Upon Procedures**

The Honorable Valerie A. Woodruff
Secretary
Department of Education
Townsend Building, Suite 2
401 Federal Street
Dover, DE 19903-1402

Mr. Elijah Wilson
Business Manager
Marion T. Academy Charter School
1121 Thatcher Street
Wilmington, DE 19802

Dear Secretary Woodruff and Mr. Wilson:

We have performed the procedures enumerated below, which were agreed to by the Department of Education (DOE) and Marion T. Academy Charter School (the School), solely to assist the specified parties in evaluating the School's compliance with laws and regulations in regard to Student Accounting and Enrollment as of September 30, 2007. School management is responsible for the School's compliance with those requirements.

This agreed-upon procedures engagement was performed in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States and the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures were as follows:

1. Determine if the Charter School's policies and procedures for preparing, reviewing, and reporting the September 30th student count are adequate.
2. Determine if the Charter School properly reported enrollment figures to the DOE. Calculate the dollar impact of disallowed students, if applicable.
3. Select 10 percent (10%) or a minimum of five "Individualized Education Program" (IEP) files at the Charter School and verify that each file contains the required documentation in accordance with the DOE's Administrative Manual for Special Education Services. Calculate the dollar impact of disallowed services, if applicable.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance with specified laws. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the DOE and the School and should not be used by anyone other than the specified parties. However, this report is a matter of public record and its distribution is not limited. This report, as required by statute, was provided to the Office of the Governor, Office of the Controller General, Office of the Attorney General, Office of Management and Budget, and the Department of Finance.

R. Thomas Wagner, Jr., CFE, CGFM, CICA
Auditor of Accounts
Office of Auditor of Accounts

March 18, 2008

SCHEDULE OF FINDINGS

Procedure #2

Determine if the Charter School properly reported enrollment figures to the Department of Education. Calculate the dollar impact of disallowed students, if applicable.

Finding #1

Criteria

According to the checklist for school documentation found in Section 9 of DOE's 2007 *Unit Count Resource Manual*, each school should have "End-of-Day Teacher Status Reports" for Aug 31st, Sep 7th, 14th, 21st and 28th signed by each attendance teacher.

Condition

During testing, it was found that the School did not have End-of-Day Teacher Status Reports for three out of 28 homerooms (152, 162, 201) for the week of September 17, 2007. Also, there was no signature of the teacher verifying the students' attendance for two out of five End-of-Day Teacher Status Reports for homeroom 210.

Cause

The School did not ensure the End-of-Day Teacher Status Reports were printed and signed according to DOE's policy.

Effect

Due to this error, the students' attendance was not properly verified and could be incorrect which would affect the School's unit count and funding.

Recommendation

AOA recommends that all homeroom End-of-Day Teacher Status Reports be printed out at the end of the day, verified by the teacher, and signed before entering into E-School Plus.

Auditee Response

The School acknowledges it could not locate the End-of-Day Teacher Status reports for three homerooms for the week of September 17, 2007. The information is believed to have been misfiled. The School also acknowledges on two days student attendance for homeroom 210 did not contain the teacher's signature. However attendance was taken daily for those homerooms and properly tracked in the E-Schoolplus database. These matters were addressed with the School's administration and corrective action will be taken according to the Auditor's recommendation. In light of these findings, the School had properly reported to the Department of Education the number of students enrolled as of September 30, 2007.

SCHEDULE OF PRIOR YEAR FINDINGS

The following schedule summarized the prior year findings and the status of the prior year findings.

Prior Year Finding	Recommendation	Status of Prior Year Finding
Although the School maintains detailed written policies and procedures for September 30th student accounting, the written policies need to be expanded to address controls such as management review and reconciliation.	The School implement management review and reconciliation controls.	Implemented.
The School improperly reported September 30, 2006 enrollment figures to DOE. Eleven students were reported in the incorrect grade, two students were improperly excluded from enrollment figures, and two students were improperly included in enrollment figures.	The School review enrollment records to ensure accuracy of enrollment figures.	Implemented.
The IEP file for one student reported in the Other Health Impairment/Physical Impairment category did not have a qualified physician's report.	The School review the requirements of <i>AMSES</i> and maintain IEP files in accordance with <i>AMSES</i> .	Implemented.

Status Key:

Implemented

The concern has been addressed by implementing the original or an alternate corrective action.

Not Implemented

The corrective action has not been initiated.

Partially Implemented

The corrective action has been initiated but is not complete and the auditor has reason to believe management fully intends to address the concern.

DISTRIBUTION OF REPORT

Copies of the School's Agreed-Upon Procedures Engagement have been distributed to the following public officials:

Executive Branch

The Honorable Ruth Ann Minner, Governor, State of Delaware
The Honorable Richard S. Cordrey, Secretary, Department of Finance
The Honorable Jennifer W. Davis, Director, Office of Management and Budget
The Honorable Valerie Woodruff, Secretary, Department of Education
Ms. Dorcell Spence, Associate Secretary, Finance and Administrative Services, Department of Education
Ms. Trisha Neely, Director, Division of Accounting, Department of Finance

Legislative Branch

The Honorable Russell T. Larson, Controller General, Office of Controller General

Other Elective Offices

The Honorable Joseph R. Biden III, Attorney General, Office of the Attorney General
The Honorable Jack Markell, Treasurer, State Treasurer's Office

Other

Dr. William Brunson, Head of School, Marion T. Academy Charter School
Mr. Elijah Wilson, Business Manager, Marion T. Academy Charter School